



## FY 19 Small Operating Grant Application Form

Application Deadline: September 14, 2018, 5:00 pm     
 Supporting Activity between: January 1, 2019 and December 31, 2019

Completed application forms must be received by email to [arts.grants@oregon.gov](mailto:arts.grants@oregon.gov),  
 by 5:00 pm on September 14, 2018

*\*required field*

Organization Name*			
EIN*			
Street Address*			
City*			
State*			
Zip*			
Mailing Address (if different)			
City			
State			
Zip			
Phone			
Email			
Website			
Primary Grant Contact Name*			
Role/Title*			
Phone*			
Email*			
Address*			
City*			
State*			
Zip*			
Paid ?	Yes	No	# of hours per week

### Organizational Overview

What were the total expenses from your most recently completed fiscal year?

*(Line 17 on IRS form 990 or use "Gross Receipts not greater than \$50,000" from IRS 990 e-postcard)*

State your organization's mission (as used in 501(c)3 application) and describe the primary arts activity of your organization. (500 character limit. You may attach additional materials if needed)

### Attached Materials

Please provide

- Evidence of public programming (at least four events annually). These materials could include website links, social media postings, scanned brochures, newsletters, news releases, or calendar of events to demonstrate public programming.
- A list of staff and their roles
- A board list with contact information and member's affiliation
- The most recent 990 (within the past 18 months) or 990 e-postcard. In the case of a municipally-based arts council, the organization must have a discreet budget within the City or County government signed by the (City or County) Manager
- A copy of the organization's bylaws
- A bulleted list of attachments

### Submission Instructions

Save this document with your Organization's Name and the letters SOG (i.e. XYZ Ballet SOG). Once you have completed the answers and saved the application to your computer, email [arts.grants@oregon.gov](mailto:arts.grants@oregon.gov) the completed form and the required materials with the name of the saved file name as the subject line.